



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date 10/9/1974		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed OCT 21 1974 74-372-NOV 7 1974	
2. Agency Application No. PHS-hs-1				4. Person to Contact 74-380 Mr. Alston Waylor	
3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Parks and Historic Sites Div., historic sites section 270 Washington Street, S.W. Atlanta, Georgia 30334				5. Working Title 6. Tel. No. Chief, Hist. Sites 656-2116	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series		9. Exact Series Title (See attached sheet)			
10. What is the function of the office in which this record series is created? The historic sites section of the Parks and Historic Sites Division is responsible for the overall operation, maintenance, and control of all historical sites and museums in custody of the Department. Specific responsibilities include planning and implementing capital outlay projects for new sites and raising the quality of existing facilities; and providing interpretive programs of the natural and cultural history of each park and historic site for visitors.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). See attached sheet					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers					
Legal-size File Drawers				FLOOR SPACE OCCUPIED (Square Feet)	
				In Office(s) In Storage Area(s)	
				This Year's Last Year's Preceding Year's All Prior Years	
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

- | | YES | NO |
|---|-----|-----|
| 13. Is this the Record Copy of the series? | [] | [] |
| 14. Is there a duplication of this series in another office or agency? | [] | [] |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | [] | [] |
| 16. Does the series contain classified information requiring security handling? | [] | [] |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | [] | [] |
| 18. Could the function be performed if the files were lost or destroyed? | [] | [] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | [] | [] |
| 20. Does the record series provide data as input to an EDP file? | [] | [] |
| 21. Does the record series contain documentation produced as EDP printout? | [] | [] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | [] | [] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | [] | [] |

24. REQUIREMENTS. The following requires the files to be kept _____ years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER _____, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

See attached sheet

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>John Beane</i>	10/9/74		
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<i>William M. Dixon</i>	10-16-74
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	State Auditor/Designee	<i>William M. Dixon</i>	11-5-74
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	Secretary of State/Designee	<i>Carroll Hart</i>	11-4-74
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	Attorney General/Designee	<i>Robert S. Hill</i>	11-6-74
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		

STATE RECORDS
COMMITTEE

DEPARTMENT OF NATURAL RESOURCES
Parks and Historic Sites Division

App'l
No

Description

Disposition

74-372	<p>HISTORIC SITES OPERATION FILE - Documents relating to administrative procedures which support the section. Included are project authorizations; truck reports; telephone logs; payroll time sheets; project authorizations; prior approvals; property inventory and transfer; list of local purchases; and other related administrative procedural documents. File is arranged alphabetically by site.</p> <p><u>Reference Historic Sites Operation File -</u> Copy of above file maintained in site field office for reference purposes.</p>	<p>Cut off file at end of each fiscal year; hold in current files area 1 year; then transfer to State Records Center; hold 1 year; then destroy.</p> <p>Cut off file at end of each fiscal year; hold in current files area 1 year; then destroy.</p>
74-373	<p>MONTHLY SITE REPORT FILE - Documents relating to accounting for and reporting the various operations at each historic site. Included are Historic Sites Monthly Report Form (no form number). File is arranged alphabetically by site.</p> <p><u>Reference Monthly Site Report File -</u> Copy of above file maintained in site field office for reference purposes.</p>	<p>Cut off file at end of each fiscal year; hold in current files area 1 year; then transfer to State Records Center; hold 1 year; then destroy.</p> <p>Cut off file at end of each fiscal year; hold in current files area 1 year; then destroy.</p>
74-374	<p>ANNUAL SITE REPORT FILE - Documents relating to summarizing annually operations at each historic site. Included are summaries of activities such as visitation and vehicle mileage. File is arranged alphabetically by site.</p>	<p>Cut off file at end of each fiscal year; hold in current files area 1 year; then transfer to State Records Center; hold 1 year; then destroy.</p>
74-375	<p>QUARTERLY SITE INSPECTION REPORT FILE - Documents relating to the required inspection of each historic site. Included are Quarterly Historic Site Inspection Report Forms (no form numbers). File is arranged alphabetically by site.</p> <p><u>Reference Quarterly Site Inspection Report File -</u> Copy of above file maintained in site field office for reference purposes.</p>	<p>Cut off file at end of each fiscal year; hold in current files area 1 year; then transfer to State Records Center; hold 1 year; then destroy.</p> <p>Cut off file at end of each fiscal year; hold in current files area 1 year; then destroy.</p>

Appl
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74-376

HISTORIC SITES OPERATION RESEARCH FILE - Documents relating to the basic research of historical data. Included are specifications for restoration; correspondence and memorandums pertaining to specific research projects; construction specifications; maps and plats; legal documents; news reports and publicity statements; gift and loan documents; microfilm inventories; bids and appraisals; inventories of furnishings; and other related documents. File is arranged alphabetically by site.

Cut off file at end of each fiscal year; hold in current files area 4 years; then retire to State Archives for permanent retention.

74-377

HISTORIC SITES OPERATION CORRESPONDENCE FILE - Documents relating to the administration and functional operation of the historic sites section. Included are correspondence, memorandums and other communications with the site field offices. File is arranged alphabetically by site.

Cut off file at end of each fiscal year; hold in current files area 1 year; then retire to State Archives for permanent retention.

Reference Historic Sites Operation Correspondence File - Copy of above file maintained in site field office for reference purposes.

Cut off file at end of each fiscal year; hold in current files area 1 year; then destroy.

74-378

HISTORIC SITES REQUEST AND COMPLAINT FILE - Documents relating to documenting actions taken on complaints and requests for information or material from the public. Included only is correspondence. File is arranged chronologically by date.

Cut off file at end of each fiscal year; hold in current files area 1 year; then destroy.

74-379

HISTORIC SITES DEED REFERENCE FILE - Documents relating to the acquisition and ownership of property. Included are copies of original deed and title; indentures; insurance policies; maps and plats; property reports; right-of-way covenants; summary sheets; and related correspondence and memorandums. File is arranged alphabetically by site.

Retain in current files area for continuous updating and reference purposes.

74-380

HISTORIC SITES MARKER FILE - Documents relating to retaining a permanent record of the official text of each historical marker maintained by the Department. Included are official texts of each marker. Also included is a card index to the file. File is arranged numerically by marker number.

Retain in current files area for continuous updating and reference purposes.